



Role Profile

Job Title: Community Environmental Inspector	Role Profile Number: OPN79
Grade: N	Date Prepared: October 2019
Directorate/Group: Highways Maintenance	Reporting to: Operations Manager/Delivery Manager
Structure Chart attached:	

Job Purpose

- To inspect highways to ensure that they are safe for use by the general public in line with the Highways Act 1980 and ensure that appropriate action is taken in respect of any defect identified, including carrying out emergency repairs and making the area safe.

Key Accountabilities

- To undertake highway condition safety inspections, identifying defects in accordance with stated guidelines and organising appropriate remedial works, recording information collected and action taken.
- To complete basic maintenance works for priority defects during inspections, such as potholes, erection of barriers or metal plates as required.
- To make an experienced, subjective assessment of the condition of each street for input into the assessment system for planned reconstruction works.
- To identify defects in any street furniture and road markings and to inform the appropriate person or organisation for further action.
- Ensuring all records are documented factually and appropriately in line with procedures which enable the best possible litigation defence.
- Prepare evidence and statements for such litigations and represent Swindon Borough Council in court proceedings under oath as a witness of fact.
- Work closely with the Operational team to ensure best practice, relevant materials and Traffic Management are ordered and used.
- To implement Enforcement legislation, using routine correspondence by e-mail and or letter.

- To react to enquiries from members of the public, using diplomacy, acting within budget constraints and to escalate any unresolved issues.
- Implement emergency work to ensure the safety of the public. Prioritise and react accordingly
- Assisting first responders (emergency services) at RTC, including removal of detritus and larger items that may block the highway, for example, fallen trees, traffic signals, street light columns and be able to deal with traffic management requirements.
- Cover for inspection officers assessing reinstatements of utility companies when inspectors on annual leave.
- Agree variations and update payment to confirm to include actual quantity and cost.
- Identify third party apparatus that has the potential to cause harm – escalate via section 81 notice.
- Be able to walk long distances.
- Some manual handling tasks required
- Review and agreement of Risk Assessments and Safe Systems of Work.
- To be part of the team that Work on a rota basis to cover all aspects of Out of Hour Emergency including Winter Maintenance.

Supplementary Accountabilities

- Dynamic Risk Assessments of defects on the Highway.
- Choosing the most appropriate method of dealing with any given situation, including any third party works.
- Dealing with consequences following RTC's (occasional fatality)
- Collection and appropriate disposal of used needles and road kill.
- Identify municipal works and place orders for the workforce or other organisations as appropriate.
- Understand the footfall of any given area for consideration of when appropriate for works {schools hospitals etc.} use judgment

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Working knowledge of highway construction and civil techniques
- Knowledge of the Highways Act 1980
- Knowledge of Refuse Disposal (Amenity) Act 1978
- Working knowledge of road materials
- IT experience in Microsoft
- Full driving licence
- Ability to work as part of a team
- Be able to write factual, legible and concise records of inspections for recall at a much later date (litigation)
- Resilient in dealing with pressurised situations and the ability to remain professional at all times.
- Excellent literacy skills
- Organise own workload.

Qualifications

- Street Works Chapter 8
- City & Guilds Highway Inspectors
- Weather Essentials
- HAUC Supervisory
- Member of a professional institution

Decision Making

- Site / defect specific risk assessment during inspections, in line with written guidance.
- Find solutions when faced with difficult situations e.g. RTC and road closure
- Making decisions to resolve various incidents during the working day.
- Making decisions on additional emergency support required from the Council e.g. Civil Protection
- Liaise with emergency services on site
- Making the decision to close roads where appropriate.
- Leave the site safe

Creativity and Innovation

- Work on own initiative, within a structured team, with support and guidance if required

<p>Job Scope</p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Inspections and enquiries • Emergency call out as Duty Officer including Winter Maintenance matrix management <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Orders for works to Delivery Team • Material specification and proposed methods of repair for operatives. 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Creation of work on mobile working device or paper records against maintenance budget.</p> <ul style="list-style-type: none"> • Small tools • Mobile working device and/or mobile phone • Vehicle • Materials
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Management including senior managers when required.
- Operatives and supervisors
- Elected Members & MEP's
- Parish Councils
- Members of the public
- Emergency Services
- Utilities
- Other Council Departments
- DVLA
- Legal Services
- Enforcement

Health and Safety

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Company to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within SBC Health and Safety Policy.

Data Protection

In accordance with the provisions of the Data Protection Act 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Companies procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Companies written procedures.

Note

This role profile is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the post holder.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Working in all weathers
- Working alone in potentially hazardous situation's

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	